

HQMC  
20 Aug 04

E R R A T U M

to MCO 3500.18

DEPLOYMENT OF MARINE CORPS AVIATION UNITS ON AIRCRAFT CARRIER  
PREPARATION FOR

1. For administrative purposes, the Publications Control Number (PCN) has been reidentified. Change the PCN "10203351800" to read: "10203350400".

PCN 10203350480



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 3500.18  
APP31-jp  
27 Feb 1984

MARINE CORPS ORDER 3500.18 W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Deployment of Marine Corps Aviation Units on Aircraft  
Carriers; Preparation for

Ref: (a) COMNAVAIRLANTINST C3500.42/COMNAVAIRPACINST  
C3500.4E (NOTAL)  
(b) COMNAVAIRLANTINST 4790.20A/COMNAVAIRPACINST  
4790.21A (NOTAL)  
(c) JAG Manual  
(d) OPNAVINST C2200.15  
(e) NACSEM 7001  
(f) Landing Signal Officer (LSO) NATOPS Manual (NOTAL)  
(g) OPNAVINST 4790.2B (NOTAL)  
(h) MCO P3500.14, T&R Manual, Vol 1, Administrative  
(i) DODPM  
(j) MCO P3000.13A, Marine Corps UNITREP SOP  
(k) NTP-4

Encl: (1) Predeployment Dependent Counseling Checklist

Reports Required: Post Deployment Report (Report Symbol (RCS)  
MC-3500-15), par. 7b

1. Purpose. To promulgate information and policy for deployment of fixed-wing aircraft squadrons and detachments aboard aircraft carriers (CV's/CVN's).

2. Background. The irregular/infrequent interval at which Marine fixed-wing units deploy aboard CV's/CVN's may cause problems for the deploying unit commander. During the complex and intense training period prior to deployment, timely and coordinated actions must be completed to ensure unit readiness to deploy.

3. Information. Historically, the transition from Marine Corps operations/training to the Navy shipboard environment creates unique tasks. Mission requirements for embarked squadrons differ considerably from those of units ashore. Often no intrinsic carrier related experience is available to aid in the transition. Marine Corps fixed-wing squadrons have encountered myriad problems while preparing for deployment. These problems have reduced the ability of the assigned squadron to accomplish an orderly, complete, and safe assimilation into the structure of the parent Navy Carrier Air Wings (CVW's). Although Marine fixed-wing (VMAQ/VMFP) detachments deploy aboard ship more often than fighter or

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attack squadrons and have developed modes of operation which aid adjustment to the shipboard environment, they still encounter similar problems which hamper deployment. This Order provides general guidance to both squadron and detachment commanders involved in the complex task of preparing fixed-wing units for deployment. Because of requirements which are unique to the type of embarkation and the command to which assigned, the inclusion of general rather than specific information is considered appropriate for many predeployment requirements discussed herein. A concerted effort has been made to address all requirements which are pertinent to predeployment planning. As fixed-wing deployment experience accumulates, additional information will be included to further assist the fixed-wing unit commander in preparing for deployment.

#### 4. Policy

a. Fixed-wing squadrons/detachments to be deployed aboard CV's/CVN's shall be identified sufficiently in advance to permit thorough unit preparation for deployment.

b. The appropriate force commander shall promulgate a CV/CVN deployment letter of instruction (LOI) at least 180 days prior to change of operational control (CHOP). Concurrence of the Commander, Naval Air Force, U.S. Atlantic Fleet (CNAL)/Commander, Naval Air Force, U.S. Pacific Fleet (CNAP), as appropriate, will be obtained prior to LOI promulgation to ensure resolution of problem areas and joint agreement regarding deployment procedures/requirements. The LOI must specifically address command relationships for the workup period and actual deployment.

c. The majority of Marine unit Tables of Organization (T/O's) do not adequately reflect the mission requirements for CV/CVN deployed units; i.e., intermediate maintenance activity (IMA) and ship's company augmentation. Therefore, it will be necessary to configure T/O's unique to each CV/CVN deployment. Upon identification, of the deploying squadron, the appropriate force commander will coordinate a manpower planning meeting with representatives from the Commandant of Marine Corps (Code A), type commander, designated ship/carrier air wing, Marine aircraft wing, Marine aircraft group and Marine Corps squadron(s). The purpose of this meeting will be to define appropriate T/O's for the deploying squadron, together with agreed manning levels comparable to those of embarked USN units. The Commandant of the Marine Corps (Code A) will enter the agreed T/O's into the appropriate requirement documents.

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d. The goal is for deploying units to CHOP to the Navy a minimum of 3 months prior to the ship's/CVW's refresher training (RefTra) or 3 months prior to initial embarkation aboard ship for type training, whichever occurs first. However, specific dates will be negotiated by the type commanders on a case by case basis.

e. Commanding Generals, Marine Aircraft Wings, 1st Marine Brigade should ensure deploying squadron personnel are stabilized at least 6 months prior to CHOP.

f. Squadrons/detachments will not CHOP until all deploying aircrews have completed initial day/night carrier qualification (CQ) unless specifically approved to do so by the force commander.

5. Guidance. Functional staff sections are responsible for executing the applicable portions of this paragraph. References (a) through (j) provide information and specific guidance which must be adhered to. Navy deployment milestones contained therein are structured to provide an orderly assimilation into the shipboard environment. Items promulgated herein apply primarily to the unique facets of the transition process which affect Marine Corps squadrons/detachments deploying aboard CV's/CVN's.

a. Personnel

(1) Navy Exchange Crew. Squadrons deploying on an irregular basis aboard CV's/CVN's will normally be staffed with a carrier experienced Navy exchange aircrew. It is desirable that this aircrew be assigned prior to the initial CQ but in no cases later than the CHOP date. Administrative responsibilities for the Navy aircrew assignment will be promulgated in the deployment LOI.

(2) Backup Aircrews. The stringent carrier operating environment dictates assignment of additional aircrews to allow for attrition during the workup phase. Normally, one additional aircrew will be assigned for each six deploying aircrews. These aircrews should workup, carrier qualify, and remain with the squadron until midway through precruise/operational readiness (OR)-type training. The specific detachment date for backup aircrews shall be determined by the unit commander with concurrence of the parent MAG commander.

(3) Replacement of Stabilized Personnel. Any essential replacement of personnel once deployed will be approved by the Commandant of the Marine Corps (Code MM) and coordinated between the deployed unit and the parent command.

(4) Enlisted Grade Structure. Every effort will be exerted to align the enlisted grade structure of CV/CVN Marine fixed-wing squadrons with that of similar deployed Navy squadrons. Normally, gunnery sergeants or above will be assigned as work center, supervisors/SNCOIC's.

(5) Intermediate Maintenance Activity (IMA) Personnel. IMA personnel shall be assigned to the deploying squadron and then reassigned temporary additional duty (TAD) to the parent CV/CVN aircraft Intermediate Maintenance Department (AIMD).

b. Administrative

(1) Directives Library. Deploying squadrons/detachments shall obtain a directives library of pertinent Navy publications and a Navy reports outline required by the applicable ship/CVW prior to CHOP.

(2) Administrative Support. Deploying squadrons/detachments must embark with sufficient Marine Corps peculiar administrative directives, materials/forms to meet requirements for the entire deployment period. Prior to deployment, the deploying unit should ensure procedures are arranged to effect timely replacement or additional materials/forms as needed.

(3) Dependent Counseling. Each deploying squadron/detachment should implement a dependent counseling program to address CV/CVN deployment peculiar problems (see enclosure (1)).

(4) Unit Diary Submission. ADPE-FMF Equipment and the Message Editing and Processing System (MEPS) will be used to submit daily unit diaries via AUTODIN directly to the supporting administrative control unit (ACU) for entry into JUMPS/MMS. Coordination must be effected with the ACU at least 2 weeks prior to sail date.

(5) Personal Finances. Mail service to and from deployed CV's/CVN's is sporadic due to operational requirements. Mailing of checks to CONUS should be discouraged. Unit diary submission requirements and lack of timely feed-back tend to create extreme problems for any military member with unstable pay. The recommended method for dependents' monetary support is the dependent (D) allotment.

(6) Legal Program. Squadron legal officers must conduct liaison with the CV/CVN legal department to become familiar with embarked legal procedures and guidance promulgated by the CV/CVN commanding officer. Reference (c) is germane.

(7) Reenlistment Authority. The authority to reenlist Marines through the grade of sergeant will normally be delegated to the squadron commander/detachment OIC while embarked aboard ship.

(8) Flight Deck Duty Pay. Reference (i) regarding eligibility and authority for issuance of orders to Flight Deck Duty Pay should be reviewed.

(9) Career Sea Pay. Ensure that all personnel records are screened to ensure that prior sea service has been recorded by JUMPS/MMS prior to deployment.

(10) Meritorious Promotion. Prior to operational CHOP to the CVW, procedures shall be established to allocate meritorious promotion quotas.

c. Intelligence

(1) Augmentation. Deploying squadrons are tasked to provide personnel to the CV/CVN Intelligence Center (CVIC/CVNIC). An officer, MOS 0202 or 0205 from the wing G-2, should fill this requirement. Enlisted intelligence billets should be satisfied from the grade of sergeant or below. No suitable billets currently exist in the CVIC/CVNIC for a USMC staff sergeant and above. The responsibilities required of an officer in a CVIC/CVNIC billet are not compatible with aircrew duties.

(2) COMSEC/Authentication Training. Training for COMSEC and authentication procedures should commence prior to CHOP. Information contained in references (d) and (e), and applicable CV/CVN TACNOTES should be used as the basis for such training.

(3) Recognition Training. A comprehensive aircraft and naval vessel recognition training program should be implemented immediately upon designation of a squadron for CV/CVN deployment.

d. Operations. Introduction of a Marine Corps fixed-wing squadron/detachment to the carrier environment requires a reorientation of operational priorities. During the 6-month period preceding deployment, emphasis should be placed upon

carrier landing techniques and preparation of aircrewmembers for day and night CV/CVN operations. Such emphasis may result in a reduction of other tactical training.

(1) Initial CQ. Squadrons/detachments tasked with CV/CVN deployments on a nonrecurring basis should conduct a full day/night initial carrier qualification prior to CHOP. A refresher carrier qualification shall be conducted in accordance with reference (h) in conjunction with the CVW precruise workup. In the event the initial CQ is not completed prior to the CHOP date, the squadron/detachment will not report for operational control to the CVW without the specific approval of the appropriate Fleet Marine Force commanding general.

(2) TACNOTES. A complete library of TACNOTES should be obtained from the parent CVW upon receipt of the LOI and reviewed with the CVW staff to resolve operational differences.

(3) Milestones. CVW deployment readiness plans and CNAL/CNAP instructions promulgate detailed milestones. These milestones must be accomplished regardless of operational control and unit location.

(4) Aircrew Training Readiness. Squadrons shall deploy to CV/CVN commitments at no less than C-2 training status in the Unit Status and Identity Report (UNITREP) (see reference (i)).

(5) MOS Qualification. All deploying aircrews shall be MOS qualified and NATOPS current prior to commencement of training for the initial carrier qualification.

(6) Specific CV/CVN Training Requirements. Reference (a) and the appropriate CV/CVN readiness plan delineate specific CV/CVN training requirements which must be accomplished by deploying personnel.

e. Logistics

(1) Aircraft Maintenance

(a) General. Reference (g) contains instructions for the conduct of aircraft maintenance: however, conditions and techniques aboard ship vary significantly from those ashore. Early liaison between squadron maintenance personnel and ship/counterpart Navy squadrons is essential to a successful deployment. Where possible, key personnel should visit the ship while underway to observe the shipboard

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maintenance effort. All supervisory personnel should accomplish a liaison visit prior to embarkation to familiarize themselves with the location of assigned spaces. Reorganization of work centers to meet shipboard requirements should be accomplished at the earliest possible date.

(b) Intermediate Maintenance. The IMA augment portion of Marine Corps T/O's is not always compatible with the requirements of a specific CV/CVN AIMD. Personnel requirements should be negotiated and resolved with the ship's AIMD officer prior to deployment. IMA personnel should be assigned to the deploying squadron and then augmented to the ship's AIMD.

(c) Supervisory Personnel. Traditionally, the USN distinguishes significantly between the prestige and responsibility assigned to petty officers first class and chief petty officers. A corresponding distinction occurs in the USMC between sergeants and staff sergeants. In order to ensure compatibility with Navy counterparts, work center supervisors of deploying Marine squadrons should be gunnery sergeants or above.

(d) Aircraft Readiness. LOI should refer to applicable maintenance milestones. Adherence to these milestones is mandatory. All technical directives should be incorporated/accomplished. If possible, scheduled maintenance should be performed prior to deployment.

(e) CV/CVN Operational Capabilities. Supervisory personnel are encouraged to conduct liaison visits to determine possible unit deficiencies in carrier operational capabilities. Efforts should be exerted via the chain of command to correct those deficiencies which degrade Marine unit performance.

(2) Embarkation/Debarcation

(a) Priorities. The priority for embarkation and debarcation is normally determined by the relative seniority of squadron commanders. Awareness of this system will eliminate many problems.

(b) Billeting. Aboard ship, staff sergeants and below are normally billeted together. Chief petty officers are billeted separately. Special arrangements should be made for Marine staff sergeants to bunk together to preclude a perceived loss of privilege. Such arrangements are best accomplished through the ship's executive officer.



(c) Uniform Requirements. Uniform requirements will vary widely from one deployment to another and should be promulgated in the deployment LOI.

(3) Supply. Ensure early assignment of a supply officer and enlisted personnel to the squadron so to ensure timely liaison between the squadron and CV/CVN concerning supply matters. Specifically, the following requirements must be met:

(a) Integration of supply requirements into the deployment milestone plan.

(b) Determination of specific AVCAL requirements for the type aircraft to ensure CV/CVN is equipped.

(c) Integration of supply personnel into CV/CVN supply department.

#### 6. Command Relationships

a. During preparation for deployment, the parent MAG and prospective CVW must coordinate to ensure completion of all predeployment actions which affect the readiness of the deploying unit. Close liaison and clear lines of responsibility must be established to prevent the issuance of conflicting instructions and resultant confusion. Until such time as the unit is CHOP'd to the CVW, the parent MAG possesses both operational and administrative control of the deploying unit. Liaison between the MAG and CVN will be established via the parent MAW.

b. After CHOP to the CVW, administrative responsibilities remain with the MAG and must be considered when executing CVW tasking. Additionally, as feasible, the parent MAG should be informed of significant operational developments.

c. Increased flying hour requirements (OP-20) will be coordinated with the appropriate type commander.

d. Deploying units are required to submit a communication guard shift in accordance with reference (k). Additionally, units should coordinate with the CV/CVN on procedures for the release and receipt of naval messages.

7. Action

a. Upon notification of a CV/CVN commitment, the appropriate Fleet Marine Force commanding general shall schedule a planning conference to ensure compliance with references (a) through (k) and this Order.

\* b. Within 90 days following the end of the cruise, the embarked squadron/detachment commanders will ensure the submission of a post deployment report to the Commandant of the Marine Corps (APP), via the chain of command, summarizing significant problems encountered, actions taken to resolve the problems, and recommendations. Report Symbol MC-3500-15 is assigned to this report. Additionally, a copy of this post-deployment report will be sent to all other Marine-like type/model/series squadrons.

\* c. A CV/CVN "Lessons Learned" folder will be established in each TACAIR squadron utilizing post deployment reports. The folder will help ensure retention of a corporate knowledge of CV/CVN operations in each TACAIR squadron.

8. Concurrence. The Chief of Naval Operations (OP-50) concurs with the procedures established herein to prepare Marine fixed-wing units for deployments.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



K. A. SMITH  
Deputy Chief of Staff  
for Aviation

DISTRIBUTION: A5

Copy to: 8145001

Ch 1 (30 Mar 1987)



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 3500.18 Ch 1  
APP-31  
30 Mar 1987

MARINE CORPS ORDER 3500.18 Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Deployment of Marine Corps Aviation Units on Aircraft  
Carriers; Preparation for

Encl: (1) New page insert to MCO 3500.18

1. Purpose. To transmit a new page insert to the basic Order.

2. Action. Remove page 9 of the basic Order and replace with corresponding page contained in the enclosure.

3. Summary of Changes

a. Copies of post deployment report will be sent to all other Marine-like type/model/series squadrons.

b. Establishes a CV/CVN "Lessons Learned" folder.

4. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

5. Filing Instructions. This Change transmittal will be filed immediately following page 9 of the basic Order.

A handwritten signature in cursive script, reading "K.A. Smith".

K. A. SMITH  
Deputy Chief of Staff  
for Aviation

DISTRIBUTION: A5

Copy to: 8145001

PCN 10203350401

PREDEPLOYMENT DEPENDENT COUNSELING CHECKLIST

The deployment of a Marine for several months may impose a severe hardship upon the family unless adequate advance planning is accomplished to cope with possible problems. It is therefore incumbent upon the deploying unit to ensure information is provided upon which contingency planning may take place. The following subjects are suggested as those considered appropriate for a routine squadron/detachment deployment. Other subjects may be required to meet local or unique requirements.

1. General Deployment Brief
  - a. Departure/return date
  - b. Purpose
  - c. Where deployed
  - d. Shipboard routine
2. Estate Planning
  - a. Completion of will
  - b. Emergency data information
  - c. Power of attorney
3. Financial Matters
  - a. Dependent allotment or direct deposit of net pay
  - b. Arrangement for family to receive pay
  - c. Change in pay during deployment
  - d. Allotments
4. Housing
  - a. Aboard station
  - b. Off station
5. Communications
  - a. Letter writing

ENCLOSURE (1)

- b. Telephone

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c. Emergency recall

A visit to the CV/CVN may be of interest to dependents.

ENCLOSURE (1)